

**GS-904**

**Law Clerk Series**

**GS-904**

*There is no OPM qualification standard for positions in this series. These positions are generally in the excepted service, and agencies establish their own qualification requirements for them.*

**GS-905**

**General Attorney Series**

**GS-905**

*There is no OPM qualification standard for positions in this series, as OPM is prohibited by law from examining for attorney positions or establishing qualification requirements for them. These positions are generally in the excepted service, and agencies establish their own qualification requirements for them.*

**GS-920**

**Estate Tax Examining Series**

**GS-920**

*Use the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**GS-930**

**Hearings and Appeals Series**

**GS-930**

*Use the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**GS-945**

**Clerk of Court Series**

**GS-945**

*There is no OPM qualification standard for positions in this series. If a standard is needed to fill these positions, the employing agency should contact OPM for assistance.*

**GS-950**

**Paralegal Specialist Series**

**GS-950**

*Use the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**GS-958**

**Pension Law Specialist Series**

**GS-958**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:* Major study in one or a combination of the following fields—finance, banking, business administration, economics, mathematics, accounting or auditing, pension plan administration, law, industrial relations, public administration, or other related fields.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience in the analysis, interpretation, or application of Federal laws, regulations, or policies; or work that provided a knowledge of the functions of the position to be filled. Such experience must have demonstrated the ability to:

- Analyze written and numerical data, draw conclusions, and make recommendations;
- Apply legal provisions, regulations, and general principles to specific situations; and
- Prepare clear and concise written reports, and communicate effectively orally.

*Specialized Experience (for positions above GS-5):* Progressively responsible experience that demonstrated the ability to perform work in the field of pension and welfare plans. Such experience may have been gained in (1) management, administration, development, analysis, audit, financial management, or termination of such plans or their funds; or (2) in closely related work such as taxation, securities, and investments.

Specialized experience may have been gained in government, a welfare and pension plan administration or consulting firm, law firm, actuarial or accounting firm, labor union, welfare and pension association or research service, banking trust department, or investment firm. Examples of qualifying specialized experience include:

- Analysis and application of fiduciary, reporting and disclosure, bonding, funding, vesting, administration, and termination provisions of the Employee Retirement Income Security Act (ERISA) and related laws, regulations, court decisions, and precedent rulings.
- Development of proposals for new or revised pension or welfare plans, petitions for exemptions, or requests for rulings under governing law.
- Legal work, a substantial portion of which required interpretation of Federal laws and legal requirements concerning welfare and pension plans, or in such related fields as taxation, securities, real estate, corporations, trusts, bankruptcy, and investments.
- Auditing or accounting work that involved determining compliance with Federal and State laws governing welfare and pension plans, securities, banking, insurance, or corporations.
- Analysis of Federal laws or regulations, development of policy, and drafting of proposed changes in an employee welfare and benefit plan or a related function.

**GS-962**

**Contact Representative Series  
One-Grade Interval Positions**

**GS-962**

*Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."*

**GS-962**

**Contact Representative Series  
Two-Grade Interval Positions**

**GS-962**

*Use the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**GS-963**

**Legal Instruments Examining Series**

**GS-963**

*Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."*

**GS-965**

**Land Law Examining Series**

**GS-965**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:*

*For GS-5:* Major study—any field.

*For GS-7:* Applicants can qualify for GS-7 based on graduate education (including law school) that included or was supplemented by 12 semester hours of course work related to the administration of land laws. Examples include course work in land surveying, cartography, land use law, real estate law, land appraising, land use planning, water rights, mining laws, or legal instrument review and interpretation. Applicants who qualify for GS-7 on the basis of the superior academic achievement provision must have had at least 12 semester hours of course work related to the administration of land laws.

*For GS-9 and above:* Major study—fields such as those described above for GS-7. For some positions, graduate study alone may not provide the knowledge, skills, and abilities needed to perform the work. Applicants for such positions may be required to have specialized experience at the appropriate grade level.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience that provided a familiarity with real property laws and legal land descriptions, land titles, tract maps, and legal documents, or other experience that involved explanation, application, or interpretation of laws, regulations, policies, etc. Such experience may have been gained in positions such as law clerk, claims examiner, contact representative, or other work dealing with laws, rules, regulations, procedures, etc.

*Specialized Experience (for positions above GS-5):* Experience in or directly related to examination or adjudication of cases involving laws and regulations dealing with lands and resources. Examples of qualifying specialized experience include:

- Adjudication or examination of applications and claims for the disposal, use of, or title to public lands, issuance of leases, licenses, or permits for land or resources use, and resolving conflicts arising from use.
- General practice of law that included substantial involvement in examinations of titles or other legal transactions involving acquisition, lease, or disposal of land.
- Title searching, abstracting, or interpreting land records, survey plats, or tract indexes and books, provided the work demonstrated an understanding of the laws, regulations, and policies associated with land management programs.
- Work as a land appraiser that involved appraisal of undeveloped or marginal-type land.

**GS-967**

**Passport and Visa Examining Series**

**GS-967**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate Education:* Major study—any field.

*Graduate Education:* Major study—law or other fields related to the position to be filled.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience involving the analysis, explanation, application, or interpretation of laws, rules, regulations, procedures, etc. Qualifying general experience may have been gained as a law clerk, contact representative, claims examiner, voucher examiner, or similar work with a government or private employer.

*Specialized Experience (for positions above GS-5):* Experience that demonstrated knowledge of the nationality laws of the United States. Qualifying specialized experience may have been gained in work such as developing, examining, investigating, adjudicating, or authorizing claims arising under the nationality laws of the United States.

**GS-986**

**Legal Clerical and Assistance Series**

**GS-986**

*Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."*

**GS-987**

**Tax Law Specialist Series**

**GS-987**

*This is an individual qualification standard.*

**EDUCATION AND EXPERIENCE REQUIREMENTS**

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

GRADE	OR		
	EDUCATION	General	Specialized
<b>GS-5</b>	4-year course of study above high school leading to a bachelor's degree	3 years, 1 year of which was equivalent to at least GS-4	None
<b>GS-7</b>	1 full academic year of graduate education or law school <i>or</i> superior academic achievement	None	1 year equivalent to at least GS-5
<b>GS-9</b>	2 full academic years of progressively higher level graduate education or law school <i>or</i> master's or equivalent graduate degree or LL.B. or J.D. degree	None	1 year equivalent to at least GS-7
<b>GS-11</b>	LL.M. degree	None	1 year equivalent to at least GS-9
<b>GS-12 and above</b>	None	None	1 year equivalent to at least next lower grade level

Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

**EDUCATION**

*Undergraduate Education:* Major study—any field that included or was supplemented by at least 24 semester hours in accounting or law; or major study in business administration, economics, or finance that included at least 12 semester hours in accounting.

*Graduate Education or Law School:* Major study—accounting or law. An LL.B. or J.D. degree is qualifying for GS-9 positions. An LL.M. with specialization in taxation is qualifying for GS-11 positions.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience that required a knowledge of the laws, rules, and regulations related to claims, contracts, legal instruments, or similar documents.

*Specialized Experience (for positions above GS-5):* Legal, tax accounting, or other experience that required knowledge of Federal tax laws, regulations, precedent decisions, or other areas related to the position to be filled. Examples of qualifying specialized experience include:

- Preparing, reviewing, or applying rulings, advisory letters, memoranda, etc. related to Federal taxation.
- Analyzing and adjudicating tax claims, appeals, settlement offers, or similar work related to Federal tax operations.
- Work as an attorney that required legal research, analysis, and preparation of briefs or similar documents interpreting laws and regulations.
- Work as an accountant, auditor, or investigator that required application of Federal tax accounting principles and/or the Internal Revenue Code and related laws.

**GS-987 (Continued)**

**CPA CERTIFICATE OR BAR MEMBERSHIP**

A certificate as a Certified Public Accountant (CPA) obtained through written examination or membership in the bar in a State, territory, or the District of Columbia meets the GS-5 level requirements. Applicants with CPA certificates or bar membership may also qualify for higher grade levels based on their education and/or experience.

**TEST REQUIREMENTS**

Refer to Section V of this Manual for information about test requirements.

<b>GS-990</b>	<b>General Claims Examining Series</b>	<b>GS-990</b>
	<b>One-Grade Interval Positions</b>	

*Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."*

<b>GS-990</b>	<b>General Claims Examining Series</b>	<b>GS-990</b>
	<b>Two-Grade Interval Positions</b>	

*Use the "Group Coverage Qualification Standard for Administrative and Management Positions."*

<b>GS-991</b>	<b>Workers' Compensation Claims Examining Series</b>	<b>GS-991</b>
---------------	--	---------------

*Use the "Group Coverage Qualification Standard for Administrative and Management Positions."*

<b>GS-992</b>	<b>Loss and Damage Claims Examining Series</b>	<b>GS-992</b>
---------------	--	---------------

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."*

*Specialized Experience:* Experience related to the investigation, adjudication, approval, or payment of written claims. Such experience may have been gained in government agencies, insurance companies, transportation companies, or in a legal environment.

<b>GS-993</b>	<b>Railroad Retirement Claims Examining Series</b>	<b>GS-993</b>
---------------	--	---------------

*Use the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**GS-994                      Unemployment Compensation Claims Examining Series                      GS-994**

*This is an individual qualification standard.*

**EXPERIENCE AND EDUCATION REQUIREMENTS**

Applicants may meet minimum qualification requirements on the basis of experience or education as indicated below.

**EXPERIENCE**

*General Experience (for positions at GS-4 and GS-5):* Experience that involved analyzing, explaining, processing, or interpreting claims, benefits, laws, regulations, or procedures. Two years of such experience is required for GS-4 positions; and 3 years, 1 year of which was equivalent to at least the GS-4 level, is required for GS-5 positions.

*Specialized Experience (for positions above GS-5):* Experience in the acceptance, review, adjudication, or authorization of claims for the payment of benefits to individuals under law, contract, or governmental order. Such experience must have demonstrated the ability to develop and evaluate pertinent facts and evidence, apply and interpret laws, rules, regulations, policies, and precedents, and make decisions on issues of fact and law in the allowance or disallowance of claims. One year of specialized experience equivalent to at least the next lower grade level in the normal line of progression is required for positions at these grade levels.

OR

**EDUCATION**

*Education (for positions at GS-4 and GS-5):* Major study—any field. Two years of education above the high school level is qualifying for GS-4. A 4-year course of study leading to a bachelor's degree is qualifying for GS-5. Education is not creditable above the GS-5 level.

**PERSONAL QUALITIES**

For positions involving interviews with claimants or the conduct of negotiations or hearings, applicants must demonstrate the ability to deal courteously and effectively with the public, to exercise tact, ingenuity, and resourcefulness in the development of facts and information, and to work effectively with others.

**TEST REQUIREMENTS**

Refer to Section V of this Manual for information about test requirements.

**GS-995                      Dependents and Estates Claims Examining Series                      GS-995**

*Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."*

**GS-996                      Veterans Claims Examining Series                      GS-996**

*Use the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**GS-998                      Claims Clerical Series                      GS-998**

*Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."*

**GS-999                      Legal Occupations Student Trainee Series                      GS-999**

*Use the "Group Coverage Qualification Standard for Competitive Service Student Trainee Positions," as appropriate to the appointing authority used.*